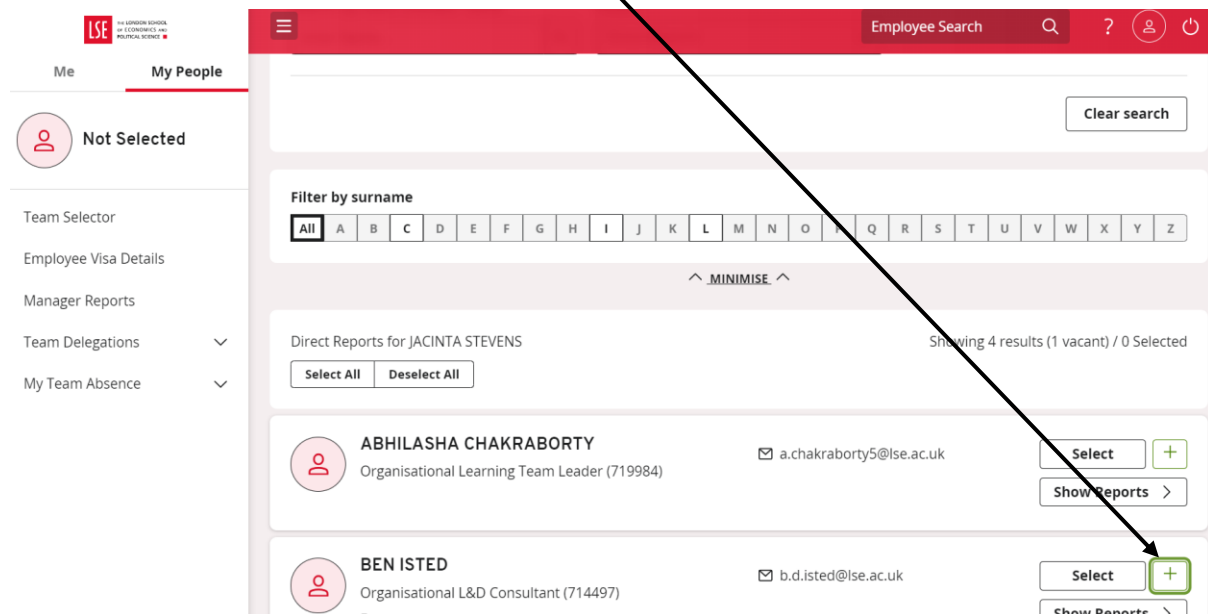
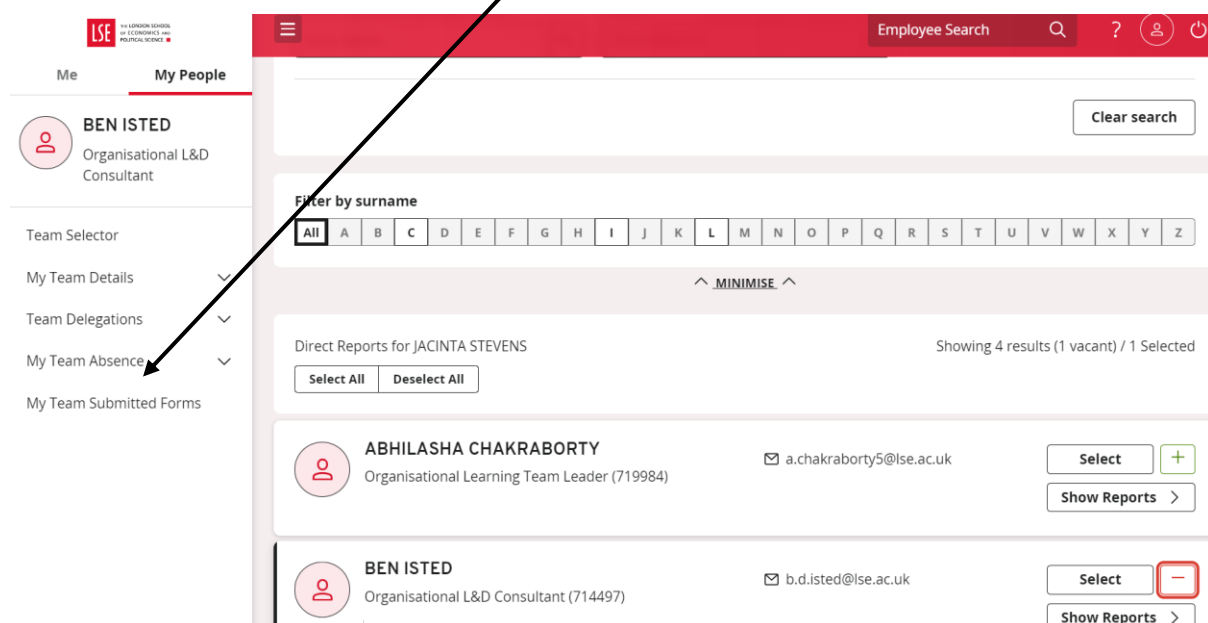


Viewing your team's uploaded CDR documents

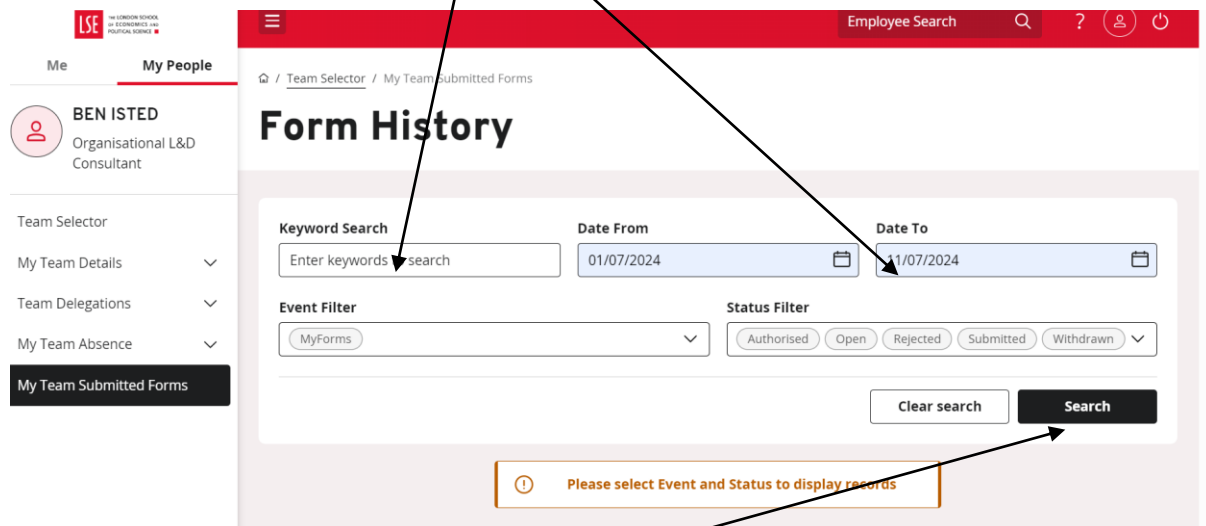
Firstly, under the My People tab, you will need to select the team members whose CDR forms you wish to view.



Once selected, a tab called 'My Teams Submitted forms' will appear. Please click on this tab.



You then need to complete the fields in the form as shown below. You need to **select all** in the event filter and status filter and enter a date range. The date range should include the date when the submitted CDR form was uploaded.



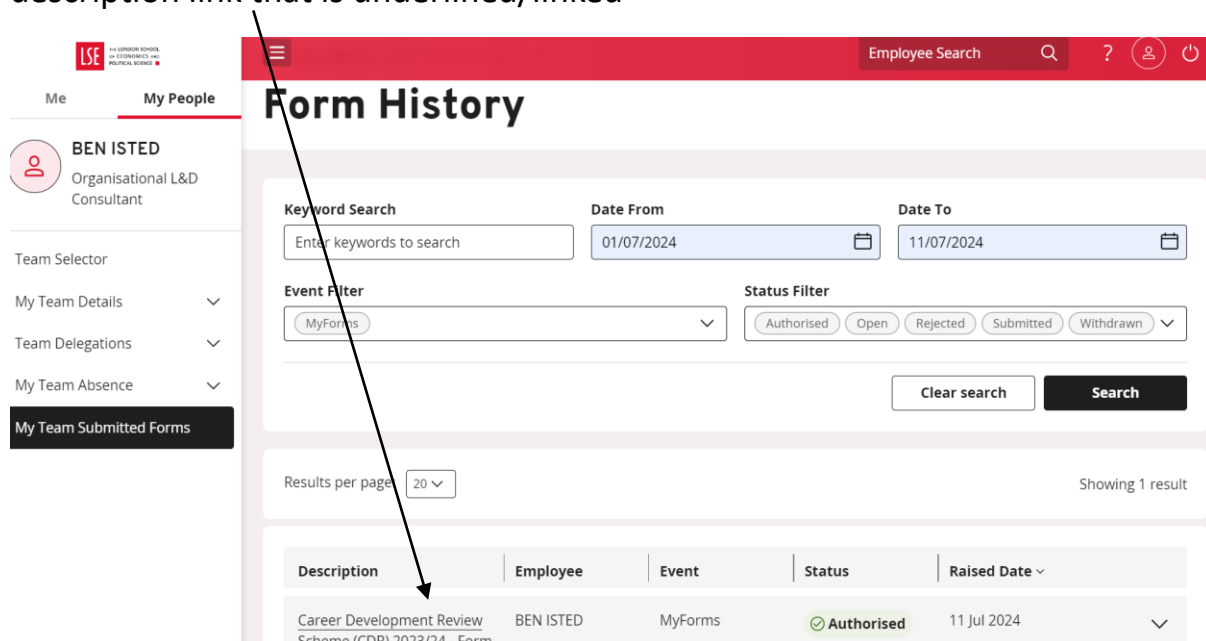
The screenshot shows the 'Form History' search interface. The left sidebar includes the user profile for BEN ISTED, Organisational L&D Consultant, and a navigation menu with 'My Team Submitted Forms' selected. The main search area contains the following fields:

- Keyword Search:** A text input field with the placeholder 'Enter keywords to search'.
- Date From:** A date picker set to 01/07/2024.
- Date To:** A date picker set to 11/07/2024.
- Event Filter:** A dropdown menu currently showing 'MyForms'.
- Status Filter:** A set of radio buttons for 'Authorised', 'Open', 'Rejected', 'Submitted', and 'Withdrawn'.

Below the filters are 'Clear search' and 'Search' buttons. A warning message at the bottom states: 'Please select Event and Status to display records'.

Then click search.

You will then see all relevant forms at the bottom of the window. Click on description link that is underlined/linked



The screenshot shows the search results for the 'Form History' query. The search filters are the same as in the previous screenshot. The results section shows 'Results per page' set to 20 and 'Showing 1 result'.

Description	Employee	Event	Status	Raised Date
Career Development Review Scheme (CDR) 2023/24 - Form	BEN ISTED	MyForms	Authorised	11 Jul 2024

To view the form, click on link under add attachments, this then open a download option to view form.

The screenshot displays the LSE HR system interface. On the left, a navigation menu shows the user profile for BEN ISTEED, Organisational L&D Consultant, and options for Team Selector, My Team Details, Team Delegations, My Team Absence, and My Team Submitted Forms. The main content area is titled 'Uploading your CDR Form' and contains the following text:

As part of your ongoing learning and development at LSE, we encourage all staff and managers to meet in June / July to have your end of year **Career Development Review (CDR)**.

Your end of year review looks back on what has been achieved over 2023/24 and any development activities which have supported you in achieving your objectives.

Please upload the form you have used to document your CDR throughout the year in the attachments below. You should upload the form after your end of year review meeting and before the end of July if feasible. Your uploaded form should include both your and your manager's finalised comments. You can find the **relevant CDR form here**.

Once the document is ready, simply upload it as an attachment below.

CDR Form Upload (Word Doc or PDF)

[Add Attachments](#)

CDR BI 2324 (1).docx (209.5 KB)